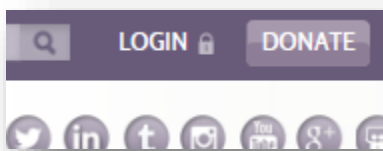


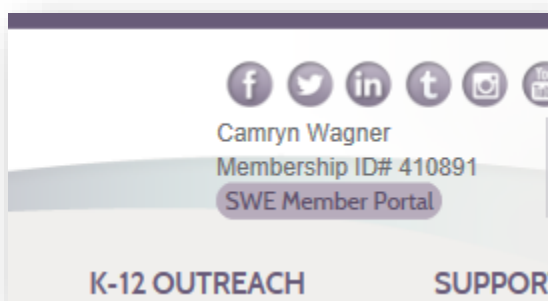
SWE MEMBERSHIP RENEWAL INSTRUCTIONS

Use these instructions to renew your SWE membership via the online Member Portal.

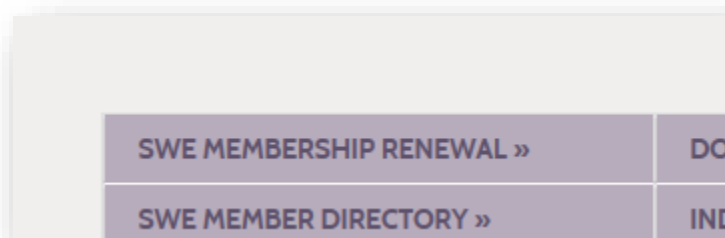
1. Navigate to www.swe.org.
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



3. When you've logged in, your name and ID number will appear in the top-right corner of your screen. Click the button that says **SWE Member Portal**.

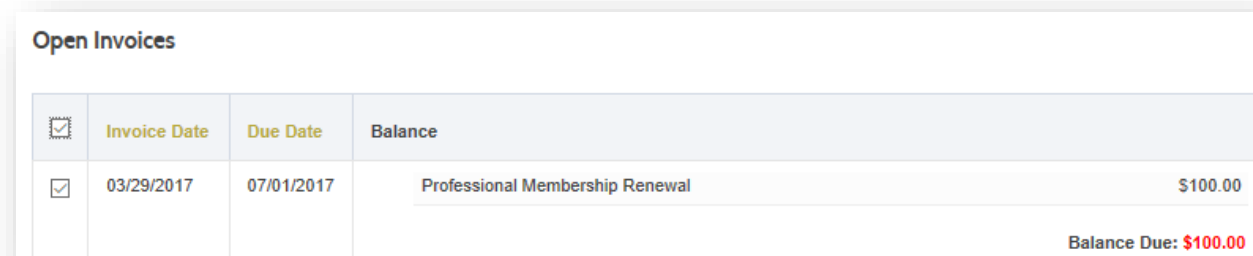


4. From the Portal main menu, click **SWE MEMBERSHIP RENEWAL**.



SWE MEMBERSHIP RENEWAL INSTRUCTIONS

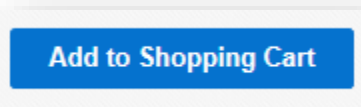
- On the next page you will be shown the membership order that was automatically created for you by the SWE database. To pay for the existing membership order, **check the box** next to the order.



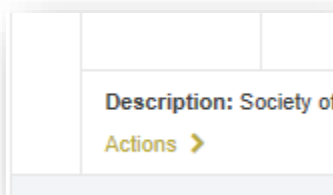
<input type="checkbox"/>	Invoice Date	Due Date	Balance
<input checked="" type="checkbox"/>	03/29/2017	07/01/2017	Professional Membership Renewal \$100.00

Balance Due: **\$100.00**

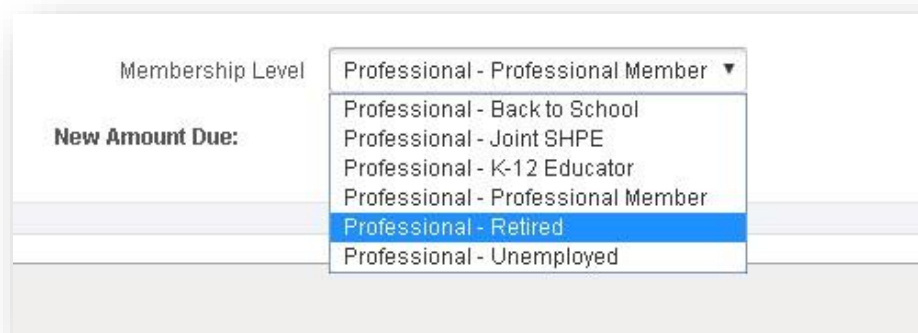
- Click the button that says **Add to Shopping Cart**.



- If you would like to **adjust** your membership order, click the link titled **Actions**, located below your membership order.

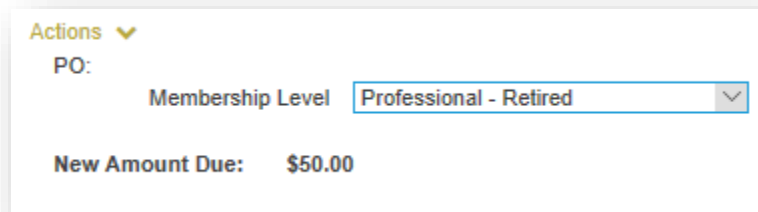


- Select your adjusted membership** from the drop-down menu that appears.



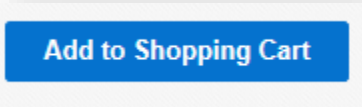
SWE MEMBERSHIP RENEWAL INSTRUCTIONS

9. Your **adjusted membership fee** will appear.



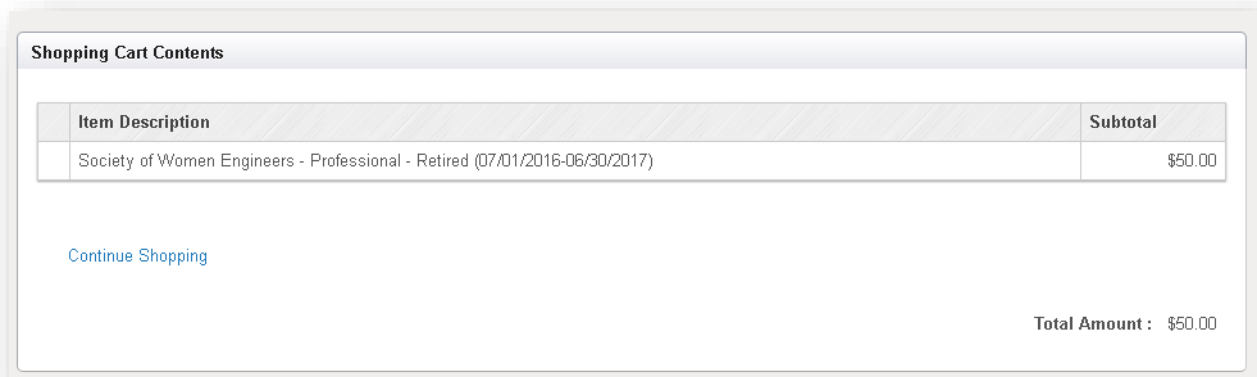
Actions ▾
PO:
Membership Level Professional - Retired ▾
New Amount Due: \$50.00

10. **Click the Add** to Shopping Cart button.



Add to Shopping Cart

11. Next you will be taken to the Checkout page, where your order summary will appear under Shopping Cart Contents. **If you would like to donate to SWE**, click the blue Continue Shopping link.



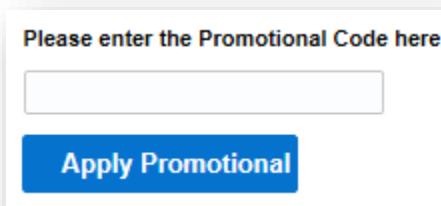
Shopping Cart Contents

Item Description	Subtotal
Society of Women Engineers - Professional - Retired (07/01/2016-06/30/2017)	\$50.00

[Continue Shopping](#)

Total Amount : \$50.00

12. If you have been **given a promotional code**, enter it into the Promotional Code type-box.

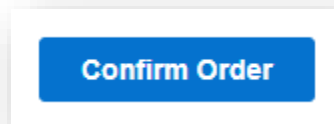


Please enter the Promotional Code here

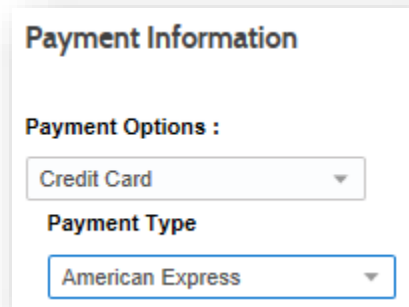
Apply Promotional

SWE MEMBERSHIP RENEWAL INSTRUCTIONS

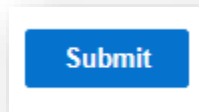
13. If you have a **\$0 membership order**, click **Confirm Order** to process your renewal.



14. For membership orders that require payment, **enter your payment information** when you are satisfied with your order.

A white rectangular form titled "Payment Information". It contains two dropdown menus. The first is labeled "Payment Options :" and has "Credit Card" selected. The second is labeled "Payment Type" and has "American Express" selected.

15. When you've entered your payment information, scroll down and click **Submit**.



16. **You have successfully renewed your SWE membership**. If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.
17. **[Navigate back to the SWE website](#)** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!